

California Code of Regulations

TITLE 16. Professional And Vocational Regulations
Division 24. Certified Shorthand Reporters Board
Article 8. Denial, Suspension and Revocation of Certificates

§2473. Minimum Transcript Format Standards.

(a) A reporter licensed under Chapter 13, Division 3 of the Code shall comply with the following transcript format standards when producing a transcript in a legal proceeding. If a reporter is employed by a court, either as an official or pro tem official reporter, the transcript format set forth by state or local rules of court, or adopted by that jurisdiction, if any, will supersede. If there are no transcript format guidelines established within a jurisdiction, the following minimum transcript format standards shall apply:

- (1) No fewer than 25 typed text lines per page;
 - (2) A full line of text shall be no less than 56 characters unless timestamping is used, in which case no fewer than 52 characters shall be used on a full line of text;
 - (3) Timestamping may only be printed on a transcript under any of the following circumstances:
 - (A) when a deposition is videotaped;
 - (B) when requested by counsel on the record, or
 - (C) when a transcript will have not less than 56 characters per line.
 - (4) Left-hand margin is defined as the first character of a line of text;
 - (5) Each question and answer is to begin on a separate line;
 - (6) Text is to begin no more than 10 spaces from the left margin. "Q" and "A" Symbols shall appear within the first 8 spaces from the left-hand margin;
 - (7) Carry-over "Q" and "A" lines to begin at the left-hand margin;
 - (8) Colloquy and paragraphed material to begin no more than 10 spaces from the left-hand margin with carry-over colloquy to the left-hand margin;
 - (9) Quoted material to begin no more than 14 spaces from the left-hand margin with carry-over lines to begin no more than 10 spaces from the left-hand margin;
 - (10) Parenthetical and exhibit markings of two lines or more shall be no less than 35 characters per line; and
 - (11) In colloquy, text shall begin no more than two spaces after the colon following speaker "ID."
- (b) Failure to comply with these minimum standards, as noted above, constitutes grounds for disciplinary action.

NOTE

Authority cited: Sections 8007, 8008 and 8025, Business and Professions Code.

Reference: Sections 8015 and 8025, Business and Professions Code.

HISTORY

1. New section filed 1-11-2000; operative 2-10-2000 (Register 2000, No. 2).
2. New subsections (a)(3)-(a)(3)(C), subsection renumbering and amendment of newly designated subsection (a)(6) filed 7-31-2002; operative 8-30-2002 (Register 2002, No. 31).